

Agency Name: Collin County **Grant/App:** 2657203 **Start Date:** 9/1/2015 **End Date:** 8/31/2016

Project Title: Teen Court - Substance Abuse and Mental Health Evaluation and Treatment
Status: Application Pending Submission

Profile Information

Applicant Agency Name: Collin County
Project Title: Teen Court - Substance Abuse and Mental Health Evaluation and Treatment
Division or Unit to Administer the Project: Teen Court
Address Line 1: 2300 Bloomdale Road
Address Line 2: Suite 4192
City/State/Zip: McKinney Texas 75071-8517
Start Date: 09/01/2015
End Date: 08/31/2016

Regional Council of Governments (COG) within the Project's Impact Area: North Central Texas Council of Governments
Headquarter County: Collin
Counties within Project's Impact Area: Collin

Grant Officials:

Authorized Official

User Name: Keith Self
Email: keith.self@collincountytx.gov
Address 1: 2300 Bloomdale Road
Address 1:
City: McKinney, Texas 75071
Title: The Honorable
Salutation: Judge

Financial Official

User Name: Jeff May
Email: jmay@co.collin.tx.us
Address 1: 2300 Bloomdale Rd
Address 1: Suite 3100
City: McKinney, Texas 75071
Title: Mr.
Salutation: Mr.

Project Director

User Name: Janna Caponera
Email: jbenenson-caponera@co.collin.tx.us
Address 1: 2300 Bloomdale Road, Suite 3100
Address 1:
City: McKinney, Texas 75069
Title: Ms.
Salutation: Ms.

Grant Writer

User Name: Linda Riggs
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Address 1: 2300 Bloomdale Rd
Address 1:
City: McKinney, Texas 75071
Title: Ms.
Salutation: Ms.

Grant Vendor Information

Organization Type: County
Organization Option: applying to provide juvenile prevention and / or intervention services
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 17560008736000
Data Universal Numbering System (DUNS): 074873449

Narrative Information

Primary Mission and Purpose

The purpose of this program is to support programs that prevent violence in and around schools and to improve the juvenile justice system and develop effective education, training, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency.

Funding Levels

The anticipated funding levels for Juvenile Justice Programs are as follows:

- Minimum Award – \$5,000
- Maximum Award – None
- Match Required – None

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

***Note:** If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.*

Program Requirements

Preferences

Preference will be given to those applicants that demonstrate cost effective programs focused on proven or promising approaches to services provision.

Juvenile Justice Board Priorities

Juvenile justice projects or projects serving delinquent or at-risk youth will address at least one of the following priorities developed by the Governor's Juvenile Justice Advisory Board to be eligible for funding:

Diversion - Programs to divert at-risk juveniles from entering the juvenile justice system. At-risk juveniles are those having had documented discipline problems in the school system or contact with law enforcement or juvenile probation.

Job Training - Projects to enhance the employability of juveniles or prepare them for future employment. Such programs may include job readiness training, apprenticeships, and job referrals.

Professional Therapy and Counseling/Mental Health - Services include, but are not limited to, the development and/or enhancement of diagnostic, treatment, and prevention instruments; psychological and psychiatric evaluations; counseling services; and/or family support services.

If your program incorporates academically researched, peer reviewed, or evidence based practices, please provide any information that supports the program's approach:

The proposed project utilizes academically researched and evidence-based practices to meld multiple state priorities together for a comprehensive diversionary juvenile justice program that provides mental health and substance abuse services to first-time youth offenders.

Teen (or youth) courts are programs designed to divert young, first-time offenders from the traditional, overburdened juvenile justice system to an informal process that incorporates components of restorative justice and pro-social peer pressure to hold youth accountable for their offenses and prevent future delinquency (2,4). As youth courts are the most replicated program to combat juvenile delinquency since the establishment of OJDP with more than 1250 functioning in 49 states (2), they present opportunities for providing appropriate services treatments at the community level for first-time offenders.

One of the most important first steps to respond to the mental health and substance abuse treatment needs of youth in the juvenile justice system is to systematically identify those needs among youth at their earliest point of contact with the juvenile justice system (3). Increased awareness of youth mental health needs, along with recent scientific research demonstrating the prevalence of youth with mental health needs, has led to the development of a wide range of easy-to-use mental health screening tools for juvenile justice (1). Of these, the Massachusetts Youth Screening Instrument-Second Version (MAYSI-2), a 52 question self-report screening tool that identifies potential mental health and substance abuse problems, is the most widely used. This tool has been examined in more than 50 research studies, and it is possibly the only tool with national norms (5). Additionally, the State of Texas, has adopted the MAYSI-2 as the mandatory mental health screening tool for all youth referred to local juvenile probation departments.

Collin County Teen Court has the unique opportunity to divert first-time, usually minor, offenders away from the formal juvenile justice system, while incorporating the early detection of mental health and substance abuse needs through screening of all participants using the MAYSI-2 screening tool. Persons identified by the screening tool as potentially having additional needs will be referred for professional evaluation and mental health or substance abuse treatment as part of the program requirements. Through grant funds, individualized treatment will be provided with licensed professionals connected with community-based programs to maximize successful service linkages and improve rehabilitation. Early detection linked with

the provision of the evaluation and treatment, can improve behavioral outcomes and prevent further involvement with the justice system.

1. National Center for Mental Health and Juvenile Justice. Mental Health Screening within Juvenile Justice: The Next Frontier. Delmar, NY: National Center for Mental Health and Juvenile Justice, 2007.
2. Schneider, J.M. Youth Courts: An Empirical Update and Analysis of Future Organizational and Research Needs, Hamilton Fish Institute Reports and Essays Serial. Washington, DC: Hamilton Fish Institute on School and Community Violence, The George Washington University, 2007.
3. Skowrya, K. and J. Cocozza. Blueprint for Change: A Comprehensive Model for the Identification and Treatment of Youth with Mental Health Needs in Contact with the Juvenile Justice System. Washington, DC: US Department of Justice, Office of Juvenile Justice and Delinquency Prevention, 2007.
4. Stickle, W., N.M. Povitsky, M. Connell, D.M. Wilson, and D.C. Gottfredson. "An Experimental Evaluation of Teen Courts." J of Exp Criminol 4 (Apr 2008):137-63.
5. Vincent, G.M. Screening and Assessment in Juvenile Justice Systems: Identifying Mental Health Needs and Risk of Reoffending. Washington, DC: Technical Assistance Partnership for Child and Family Mental Health, 2012.

Programs providing mental health services are strongly encouraged to utilize a multidisciplinary team to assist with planning and implementation of the program.

If your program is utilizing a multidisciplinary team, please provide the name and discipline(s) of each team member:

NA

School Based Delinquency Prevention - Education programs and/or related services to prevent truancy, suspension, and expulsion. School safety programs may include support for school resource officers and law-related education.

Substance Abuse - Programs, research, or other initiatives to address the use and abuse of illegal and other prescription and nonprescription drugs and the use and abuse of alcohol. Programs include control, prevention, and treatment.

Training and Technology/Juvenile Justice System Improvement (for Statewide Projects Only) - Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).

Sustainability

Over the course of the past few years, funding for juvenile programs has experienced a substantial decline. For example, federal awards to Texas under the Juvenile Justice and Delinquency Prevention Act have decreased by 66% since 2010. CJD encourages applicants to consider alternative methods of sustaining grant funded services should future funding become unavailable.

Criminal History Reporting

Entities receiving funds from CJD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public (DPS) safety as directed in the Texas Code of Criminal Procedure, Chapter 60. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Cynthia Jacobson

Enter the Address for the Civil Rights Liaison:

2300 Bloomdale Road, Suite 4117 McKinney, TX 75071

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

(972) 548-4606

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under either the Juvenile Service Projects - Local or Statewide solicitation, or the Juvenile Drug Courts solicitation.

X I certify to all of the above eligibility requirements.

Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

Substance abuse and mental illness frequently occur together in juveniles (under 18 years), and a complex relationship exists between mental illness and substance abuse. Drug abuse can cause a mental illness; mental illness can lead to drug abuse; and/or drug abuse and mental disorders can both be caused by other common risk factors.

While teenagers frequently engage in acts (truancy, petty theft, criminal mischief, fighting, etc.) that could be the basis for contact with the criminal justice system, teens with substance abuse and/or mental (SAM) disorders are far more likely to have increased contact with law enforcement resulting in detention. Left untreated, juveniles with SAM disorders have an increased risk of social problems, violence, and engagement in other delinquent behaviors. Additionally, research suggests most adult mental health disorders emerge in childhood and adolescence and persist throughout life. Within the criminal justice system, the incidence of adults with SAM disorders is disproportionately high, lending credence that, left untreated, juveniles with SAM disorders feed into the adult justice system and highlighting the need for early intervention and treatment. Unfortunately, treatment is frequently cost prohibitive.

Identifying and treating juveniles upon their first, usually minor, offense can help teens successfully navigate the challenges that come from experiencing SAM disorders and prevent further involvement with the justice system. However, leaving these early offenders untreated will likely lead to escalating and more serious criminal activity, increased law enforcement contact, detention with longer sentences, and progression into the adult justice system.

Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

Research has shown that one in every 4 to 5 juveniles meets the criteria for a lifetime SAM disorder associated with severe role impairment and/or distress; over 40% of those are diagnosed with multiple classes of disorders, and approximately 8 - 10% of US teens meet the current criteria for having a serious emotional disturbance (1). Fewer than half of youth with current disorders receive treatment (2).

Collin County's population increased 73.8% since 2000, from 491,772 to 854,778 persons. Juveniles (under age 18) comprise 27.6%, resulting in the addition of more than 94,000 juveniles over the same time period (3, 4, 5). Correspondingly, juvenile substance abuse crime has risen. Between 2000 and 2013, the Collin County Juvenile Probation Services referral caseload has doubled from 121 to 242 referrals for drug offenses. Additionally, Collin County Teen Court's caseload has increased by 13.5% overall since FY 2009 from 252 to 286 cases (7).

Common indicators for potential SAM disorders in adolescents include, but are not limited to, excessive fear, anger, anxiety, or feelings of worthlessness; severe mood swings; extreme difficulties concentrating and impulsive behavior; exercising unusually poor judgment; and/or little to no care or concern for others (6). Teen Court offenses that may be indicative of potential SAM disorders include drug/alcohol related offenses, disorderly conduct, and/or assault. Since FY 2009, 18.3% of all offenses referred to Teen Court have been related to these 3 categories. Each month an average of 4 teens are referred to Teen Court after pleading guilty or no contest to aggressive, disruptive, or substance abuse charges. Of these individuals, 2 to 3 per month, approximately 8-12% of Teen Court cases, would benefit from drug and/or psychological evaluation and treatment (7).

In 2012, the Collin County Teen Court Coordinator referred one particular participant charged with assault to be professionally evaluated; the participant was diagnosed as bipolar and schizophrenic. The teen's parents paid for the \$600 evaluation, but in many cases the teens and their families cannot afford testing, much less treatment. Teen Court participants who are identified as potentially needing intervention commonly drop out of the voluntary Teen Court program and pay their misdemeanor fines to the originating Justice of the Peace or Municipal Court, which is less expensive than evaluation and treatment.

1. Merikangas KR, He JP, Burstein M, et. al. Lifetime prevalence of mental disorders in US adolescents: Results from the National Comorbidity Study-Adolescent Supplement (NCS-A). J Am Acad Child Adolesc Psychiatry. 2010 Oct; 49(10): 980-989.
2. Department of Health and Human Services. Identifying mental health and substance use problems of children and adolescents: A guide for child-serving organizations (HHS Publication No. SMA 12-4670). Rockville, MD: Substance Abuse and Mental Health Services Administration. 2011.
3. "Collin County QuickFacts." State and County QuickFacts. US Census Bureau, 04 Dec 2014. [Accessed Jan 05, 2015]. <http://quickfacts.census.gov/qfd/states/48/48085.html>.
4. Texas Association of Counties. Basic county data: Collin County profile." Austin, TX: The County Information Program. [Accessed Jan 05, 2015]. www.txcip.org/tac/census/profile.php?FIPS=48085.
5. "Intercensal Estimates of the Resident Population by Five-Year Age Groups and Sex for Counties: April 1, 2000 to July 1, 2010," US Census Bureau, Population Division, Oct 2012. [Accessed Jan 17, 2014]. <http://www.census.gov/popest/data/intercensal/county/county2010.html>.
6. The REACH Institute. The Action Signs Project: A Toolkit to Help Parents, Educators and Health Professionals Identify Children at Behavioral and Emotional Risk. 2011. [Accessed Jan 17, 2014]. www.thereachinstitute.org/files/documents/action-signs-toolkit-final.pdf.
7. Collin County. Teen Court reports. 2007 – 2014.

Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

Collin County has an established Community Plan. This project addresses the mission in the Juvenile Justice section of the Collin County Criminal Justice Plan, 2008.

The mission states, "As the cornerstone of its philosophy, Collin County will promote a balanced and restorative justice approach throughout the juvenile justice continuum to include both sanctions and rehabilitation through intervention services. An individualized assessment in partnership with the offender, the family, and partner agencies will be utilized to achieve these goals. Assessment will directly address the offense, behavior pattern and their contributing factors to the offense. The department will provide the juvenile offender with opportunities to develop into a responsible citizen and lead a productive life in the family environment, whenever possible, while making the necessary restitution to both the victim of their crime and to the community at large." Additionally the plan states that "the intent of the juvenile justice system is focused upon rehabilitation, as opposed to punishment, in an effort to maximize the chances of the juvenile becoming a well-adjusted and contributing member of our society. If we do not deal appropriately with them as juveniles, we will most certainly deal with them later as adults, and the costs will be much greater."

The 2008 community plan shows that "juvenile crime on a steady increase in Collin County with only 25% -35% of the juveniles being deferred while the rest 65%-75% are involved in the probation process. A breakdown of these crimes reveals that seventy-one percent of all juvenile offenses were misdemeanors, 20 percent were felonies and 9 percent were offenses such as truancy, runaway, liquor law violations or disorderly conduct."

The Substance Abuse problem within the Juvenile Justice section shows "From 2002 through 2007 there was a significant increase in the number of students being disciplined for possession of alcohol, tobacco or controlled substance on school grounds. In 2002 the number of students disciplined was 366; in 2007 the number was 768. This represents an 85% increase in offenses in the last 5 years. During the 2006-2007 school year, 768 public school students in Collin County were disciplined for possessing alcohol, tobacco or controlled substances on school grounds."

Collin County needs to continue and strengthen its firm commitment to take steps toward the prevention of juvenile crime with early intervention being shown to provide the best results.

Goal Statement:

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

Goal: Use the Collin County Teen Court to identify and diagnose teens with substance abuse and mental health disorders early and provide access to treatment improving behavioral outcomes and preventing further involvement with the justice system.

Objectives:

1. Evaluate all Teen Court participants using the MAYSI-2 screening tool.
2. Provide initial substance abuse/mental health evaluation for 20 participants based on screening results.

3. Provide 1-hour weekly treatment for 10 participants for 10 weeks with 80% attending all sessions.
4. Provide monthly drug testing for 10 participants during 3-month program with 70% testing negative at program end.
5. Survey participants 6 months post-program and re-screen using MAYSI-2 tool with 60% not reoffending and showing improved/maintained mental health.

Cooperative Working Agreement (CWA):

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each CWA. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the CWA(s). You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

NA

Continuation Projects:

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

Initial program implementation in FY 2014 caused a delay that resulted in only 137 of the 286 Teen Court participants being screening using the MAYSI-2 tool. However, all Teen Court participants are now being screened. Additionally, once the agreement with a local treatment provider was completed in February, 17 participants were provided with grant services, including professional assessment and treatment. We anticipate that we will meet our FY 2015 grant goals.

Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

Substance abuse and mental illness frequently occur together in juveniles (under 18 years), and a complex relationship exists between mental illness and substance abuse. Drug abuse can cause a mental illness; mental illness can lead to drug abuse; and/or drug abuse and mental disorders can both be caused by other common risk factors.

While teenagers frequently engage in acts (truancy, petty theft, criminal mischief, fighting, etc.) that could be the basis for contact with the criminal justice system, teens with substance abuse and/or mental (SAM) disorders are far more likely to have increased contact with law enforcement resulting in detention. Left untreated, juveniles with SAM disorders have an increased risk of social problems, violence, and engagement in other delinquent behaviors. Identifying and treating juveniles upon their first, usually minor, offense can help teens successfully navigate the challenges that come from experiencing SAM disorders and prevent further involvement with the justice system. However, leaving these early offenders untreated will likely lead to escalating and more serious criminal activity, increased law enforcement contact, detention with longer sentences, and progression into the adult justice system.

Juveniles comprise 27.6% of the Collin County population which has increased 73.8% since 2000; correspondingly, juvenile crime has also risen. Since FY 2009, Collin County Teen Court's overall caseload has increased by 13.5%. Each month an average of 4 teens are referred to Teen Court after pleading guilty or no contest to aggressive, disruptive, or substance abuse charges. Of these individuals, 2 to 3 per month, approximately 8-12% of all Teen Court cases, would benefit from drug and/or psychological evaluation and treatment. Unfortunately, Teen Court participants who are identified as potentially needing intervention commonly drop out of the voluntary Teen Court program and pay their misdemeanor fines to the originating Justice of the Peace or Municipal Court, which is less expensive than evaluation and treatment.

Teen Court is an ideal way to identify early SAM disorder indicators before comprehensive criminal justice involvement is required. Teen Court is a 90-day program that provides alternative sentencing to first-time adolescent (ages 12 to 18)

offenders charged with Class C misdemeanors. Sentences are meant to be constructive, enable offenders to understand the harm caused by their behavior, make amends to the person(s) affected by their actions, and improve relationships with victims and the community. Following completion of the program, the misdemeanor will be dismissed from the adolescent's record.

At the original misdemeanor sentencing hearing, the Justice of the Peace or Municipal Judge may include participation in the Teen Court program as part of probation. After this referral to Teen Court, all participants will complete the Massachusetts Youth Screening Instrument (MAYSI-2), which is a short behavioral and substance abuse screening tool which can be quickly scored by a non-mental health professional. Additionally, the Coordinator may identify the potential need for substance abuse and/or mental health evaluation or treatment through post-hearing discussions with the Judge, mandatory follow on contact with the teen's school, or parental meetings.

After referral, a Teen Court hearing is set. At the hearing, defendants explain and admit their wrongful acts before a jury of their peers, accepting whatever sentence is imposed. Sentencing options usually include community service, apology letters, research papers/essays, and future Teen Court jury duty. While the youth "jury" volunteers may include drug testing as part of the sentence, the requirement for evaluation and/or treatment will be assigned by the Teen Court Coordinator after the hearing is over.

The sentencing process begins the 13-week (90-day) program period, and the Coordinator will refer participants, as needed, for professional evaluation. Following evaluation results, participants with treatment needs will have 1-hour weekly treatment sessions with a licensed professional for 10 weeks paid using grant funds. As an incentive to attend treatment, the participant's community service hours will be reduced by the corresponding number of treatment hours. Monthly drug testing will be conducted on participants attending substance abuse treatment. In addition, participants will be connected with community based programs, maximizing successful service linkage to improve rehabilitation.

The Teen Court Coordinator will survey the participants, using self-reporting and completion of the MAYSI-2, at the end of the program and again 6 months later to determine if the teens have had any further law enforcement interactions, show improved/positive mental health, and/or remain drug free.

Identifying and treating juveniles upon their first, usually minor, offense can help teens successfully navigate the challenges that come from experiencing SAM disorders and prevent further involvement with the justice system. However, leaving these early offenders untreated will likely lead to escalating and more serious criminal activity, increased law enforcement contact, detention with longer sentences, and progression into the adult justice system.

Project Activities Information

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Professional Therapy and Counseling	50.00	Teen Court can help detect and refer youth with potential substance abuse and/or mental health disorders to evaluation and treatment as part of program completion. Teen Court participants will be required to complete a behavioral and substance abuse screening tool. Results will be used to refer participants for further assessment and treatment/counseling with licensed professionals and connected with community based programs, maximizing successful service linkage to improve rehabilitation.
Substance Abuse	50.00	Teen Court can help detect and refer youth with potential substance abuse and/or mental health disorders to evaluation and treatment as part of program completion. Teen Court participants will be required to complete a behavioral and substance abuse screening tool. Results will be used to refer participants for further assessment and treatment/counseling with licensed professionals and connected with community based programs, maximizing successful service linkage to improve rehabilitation. Drug testing will be conducted monthly for persons in treatment.

Geographic Area:

Collin County

Target Audience:

Any juvenile who has plead guilty or no contest to a Class C misdemeanor and been referred to Collin County Teen Court and exhibits a need for mental health and/or substance abuse evaluation and treatment

Gender:

Male and female

Ages:

Between the ages of 12 to 18

Special Characteristics:

Exhibits a need for mental health and/or substance abuse evaluation and treatment

Measures Information

Progress Reporting Requirements

All programs will be required to report the output and outcome measures for this program to Texas A&M University, Public Policy Research Institute ([PPRI](#)).

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of program youth referred.	17	20
Number of program youth screened / assessed.	137	300
Number of program youth served.	17	20
Number of program youth with formal psychological / psychiatric evaluations.	17	20

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of program youth completing program requirements.	17	16
Number of program youth complying with aftercare plan.	0	0
Number of program youth exhibiting a decrease in substance use.	1	10
Number of program youth exhibiting an improvement in family relationships.	0	0
Number of program youth exhibiting an improvement in social competencies.	0	0
Number of program youth exhibiting desired change in substance use.	1	10
Number of program youth who offend or reoffend.	0	5

Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

Select the Appropriate Response:

☒ Yes

☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

All County contractors submit monthly reports, including programmatic reports, which are reconciled and audited to ensure contractor is fulfilling statement of work and expenses match receipts. Program contractors will be required to submit a roster of participants who participate in counseling or therapy as invoiced. The contractor will certify that no material goods have been purchased but all funds were expended for therapy or counseling only.

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

☐ Yes

☐ No

☒ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the Appropriate Response

☐ Yes

☒ No

☐ N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/01/2015

Enter the End Date [mm/dd/yyyy]:

09/30/2016

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

\$3,365,590

Enter the amount (\$) of State Grant Funds:

\$2,627,092

Single Audit

For Fiscal Years Beginning Before December 26, 2014

Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

OR

For Fiscal Years Beginning On or After December 26, 2014

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

Select the Appropriate Response:

☒ Yes

☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

4/29/2014

Equal Employment Opportunity Plan (EEOP)

Type I Entity - Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity

- The applicant is exempt from the EEOP requirements required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302;
- the applicant must complete Section A of the [Certification Form](#) and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity - Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity - Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Cynthia Jacobson, 2300 Bloomdale Rd, McKinney TX 75071

Type III Entity - Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity - Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

☐ Type I Entity

☐ Type II Entity

☒ Type III Entity

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify

☐ Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements. Enter the debarment justification:

NA

FFATA Certification

Certification of Recipient Highly Compensated Officers – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes

☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☒ Yes

☐ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Contractual and Professional Services	Drug Analysis or Employee Drug Testing Services	Lab supplies and service fees for multi-drug and alcohol screening tests; 10 participants, 3 months @ \$30 each	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0
Contractual and Professional Services	Mental Health Assessment Services	Initial substance abuse and/or mental health evaluations, 20 participants @ \$350 each	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0
Contractual and Professional Services	Substance Abuse-Related Case Management, Counseling, Outpatient, and/or Treatment Services	Weekly out-patient treatment provided by licensed professional; 10 participants, 10 weeks, \$150 per session	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0

Source of Match Information

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$22,900.00	\$0.00	\$0.00	\$0.00	\$22,900.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$22,900.00	\$0.00	\$0.00	\$0.00	\$22,900.00